

QUICK SHEET: NOTICE OF AWARD (NOA) – SEND FOR REVIEW

AUDIENCE: GRANTS MANAGEMENT SPECIALIST (GMS)

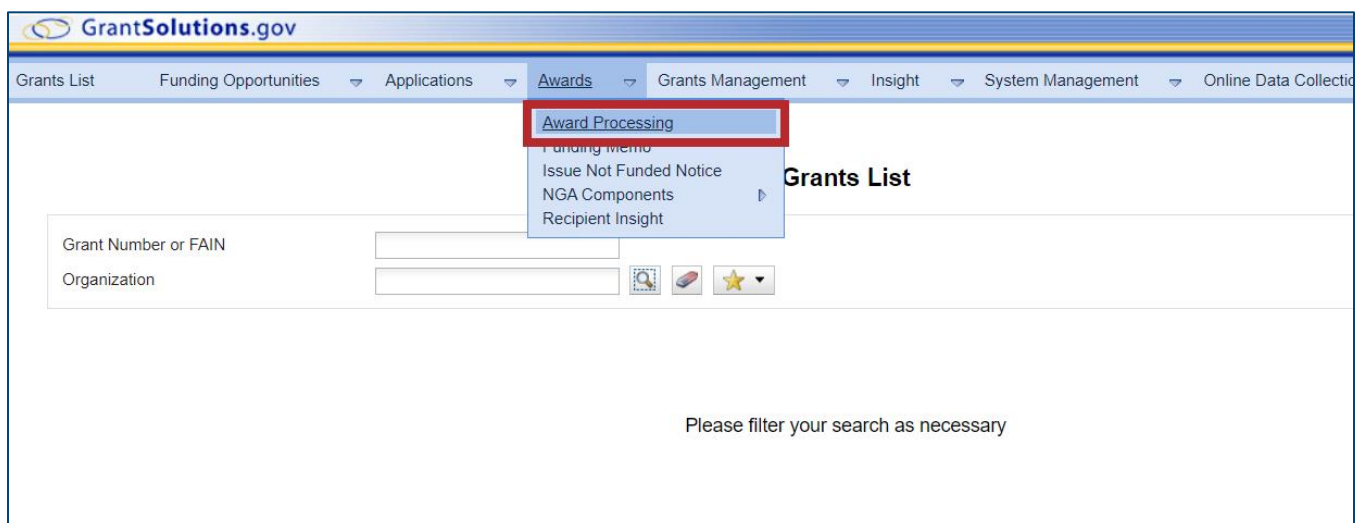
PURPOSE

This Quick Sheet provides instructions for forwarding the Notice of Award (NOA) for review to the Grants Management Officer (GMO) in GrantSolutions Grants Management Services (GMM).

Note: For Login information and instructions, please view the GrantSolutions Login Quick Sheet.

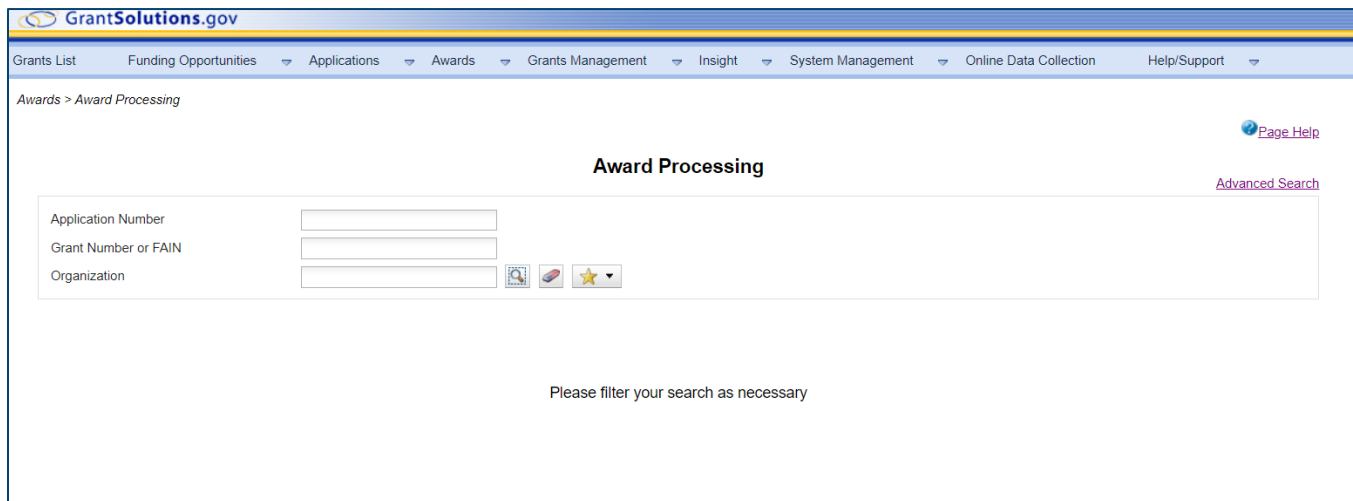
To send the NOA forward to the GMO, follow the steps below:

1. From the GMM menu, click the **Awards** menu drop-down and select the **Award Processing** option.



The screenshot shows the GrantSolutions.gov website interface. The top navigation bar includes links for Grants List, Funding Opportunities, Applications, Awards, Grants Management, Insight, System Management, and Online Data Collection. The 'Awards' menu is open, showing options: Award Processing (highlighted with a red box), Funding Memo, Issue Not Funded Notice, NGA Components, and Recipient Insight. Below the navigation bar, there is a search section with input fields for 'Grant Number or FAIN' and 'Organization', and a search button. The main content area is titled 'Grants List' and contains the text 'Please filter your search as necessary'.

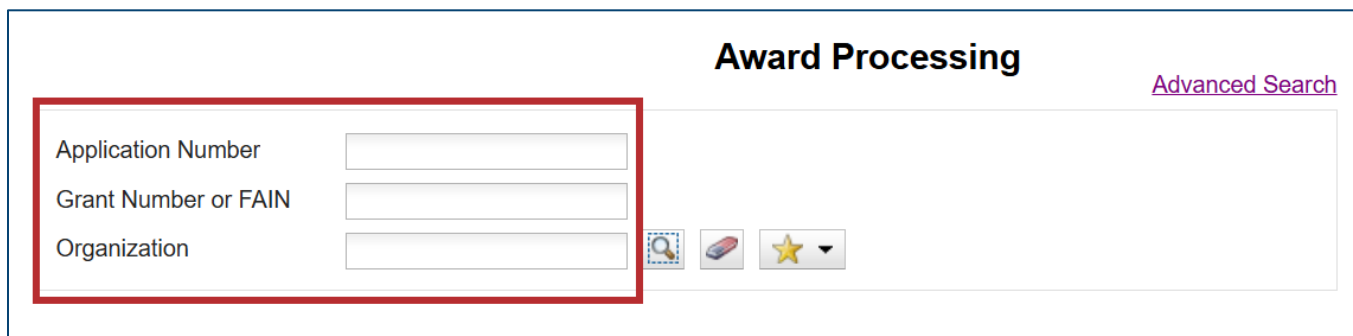
The “Award Processing” screen displays.



The screenshot shows the GrantSolutions.gov website with the navigation bar containing links: Grants List, Funding Opportunities, Applications, Awards, Grants Management, Insight, System Management, Online Data Collection, and Help/Support. The breadcrumb trail indicates the user is in 'Awards > Award Processing'. The main heading is 'Award Processing'. There are links for 'Page Help' and 'Advanced Search'. A search form contains three input fields: 'Application Number', 'Grant Number or FAIN', and 'Organization'. To the right of these fields are icons for search, save, and favorites. Below the form, a message states: 'Please filter your search as necessary'.

2. Enter the **search criteria** in the Simple Search fields by entering the application number, the grant number, or the recipient organization name. Partial searches are allowed; only three characters are required in a field to perform the search.

Note: To search using more than one search criteria, use the *Advanced Search*.



This screenshot is identical to the one above, but the search form area is highlighted with a red rectangular box. The search form includes the labels 'Application Number', 'Grant Number or FAIN', and 'Organization' next to their respective input fields. To the right of the input fields are icons for search, save, and favorites. The heading 'Award Processing' and the 'Advanced Search' link are also visible.




3. Select the **Search** icon.

Award Processing [Advanced Search](#)







Application Number

Grant Number or FAIN




Organization

The page refreshes and awards matching the search criteria display in the results table. The *Workflow Status* is **Drafted**.

GrantSolutions.gov												
Grants List Funding Opportunities Applications Awards Grants Management Insight System Management Online Data Collection Help/Support												
Award Processing Advanced Search												
<div>Application Number</div> <div>Grant Number or FAIN</div> <div>Organization</div> <div>    </div>												
<div>Search within results</div> <div>Search Export Results Hide Columns</div>												
1 - 1 of 1 item 50 100 150 200 1000												
<input type="checkbox"/>	Organization	Award Number	Application Number	Application Type	Approved Amount	Amount This Action	Monetary Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
<input type="checkbox"/>				New	\$1,000.00	\$1,000.00	Monetary	12/02/2024	12/01/2025	Drafted	Next Workflow Actions	  

4. From the *Actions* column, select the **Open Award Overview** icon.

1					
Monetary Status	Budget Period Start Date	Budget Period End Date	Workflow Status	Workflow Actions	Actions
Monetary	12/02/2024	12/01/2025	Drafted	Next Workflow Actions	  

- The "Award Overview" screen displays in a new window. Select the **View/Print Notice Of Award** link from the *Award Information* column to review the draft NOA.

Award Overview

Organization:			
Project Title:			
UEI:		DUNS:	
CCR EIN:		Approved Amount:	\$1,342,916.00
Grant Number:		Funds Restricted:	No
Amendment Number:	0	Project Period:	08/01/2024 - 07/31/2026
Budget period Number:	1	Budget Period:	08/01/2024 - 07/31/2026
FAIN:		Application Type:	New
Application Number:		Last Updated By/Date:	- 09/24/2024
Workflow Status:	Drafted		

Award Preparation

- [Edit/Validate Organization](#)
- [Select Org Address](#)
- [Project Assignments](#)
- [Budget Worksheet](#)
- [Terms and Conditions](#)
- [Funding Restrictions](#)
- [Manage Project Abstract](#)
- [Application Notes](#)
- [Edit Notice of Award](#)

Award Actions

- [Ready for Review](#)
- [Change Type to Replacement](#)
- [Delete Notice of Award](#)

Award Information

- [Application](#)
- [Award Workflow History](#)
- [Next Workflow Actions](#)
- [Funding Memo](#)
- [Award Summary](#)
- [View/Print Notice Of Award](#)
- [Receipt Edit Insights](#)

Close

- A pop-up window displays the draft NOA as a pdf. Confirm that the information in the draft NOA is correct.

Award Overview

Organization:

Project Title:

UEI:

CCR EIN:

Grant Number:

Amendment Number:

Budget period Number:

FAIN:

Application Number:

Workflow Status:

Award Preparation

[Edit/Validate Organization](#)

[Select Org Address](#)

[Project Assignments](#)

[Budget Worksheet](#)

[Terms and Conditions](#)

[Funding Restrictions](#)



[Manage Project Abstract](#)

[Application Notes](#)


[Edit Notice of Award](#)


printPdf.do.pdf - Google Chrome

Adobe Acrobat: PDF edit, convert, sign tools chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://demo.grantsolutions.gov/gs/printPdf.do?id=1637724&printer=NgaPrinter&allSupplementedAt...

Share





Notice of Award

Award# [redacted]

FAIN# [redacted]

Federal Award Date: Draft as of 08/22/2024

Recipient Information

1. Recipient Name

[redacted]

2. Congressional District of Recipient

02

3. Payment System Identifier (ID)

[redacted]

Federal Award Information

11. Award Number

[redacted]

12. Unique Federal Award Identification Number (FAIN)

[redacted]

13. Statutory Authority

[redacted]

14. Federal Award Project Title

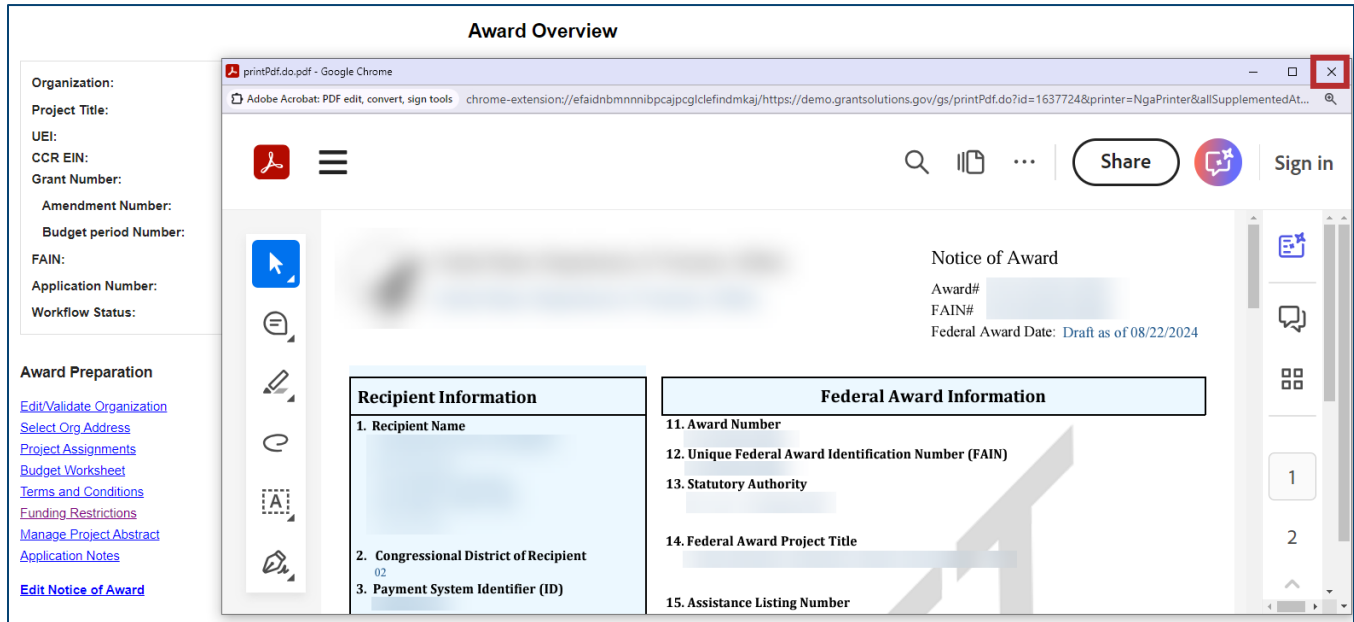
[redacted]

15. Assistance Listing Number

[redacted]

5

7. To return to the “Award Overview” screen, click the **close** icon.



Award Overview

Organization:
Project Title:
UEI:
CCR EIN:
Grant Number:
Amendment Number:
Budget period Number:
FAIN:
Application Number:
Workflow Status:

Award Preparation
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Notice of Award
Award#
FAIN#
Federal Award Date: Draft as of 08/22/2024

Recipient Information	Federal Award Information
1. Recipient Name	11. Award Number
2. Congressional District of Recipient	12. Unique Federal Award Identification Number (FAIN)
3. Payment System Identifier (ID)	13. Statutory Authority
	14. Federal Award Project Title
	15. Assistance Listing Number

Note: Use the links from the *Award Preparation* column to make changes to the draft NOA.

- **Select Org Address** – Update the recipient address.
- **Project Assignments** – Assign Recipients and Grantors so they are available for selection on the Edit NOA screen.
- **Budget Worksheet** – Update the Federal and Non-Federal amounts displayed on the NOA.
- **Terms and Conditions** – Replace the final Grant Agreement attachment.
- **Edit Notice of Award** – Make changes to the NOA.

Award Overview			
Organization:			
Project Title:			
UEI:		DUNS:	
CCR EIN:			
Grant Number:		Approved Amount:	\$1,342,916.00
Amendment Number:	0	Funds Restricted:	No
Budget period Number:	1	Project Period:	08/01/2024 - 07/31/2026
FAIN:		Budget Period:	08/01/2024 - 07/31/2026
Application Number:		Application Type:	New
Workflow Status:	Drafted	Last Updated By/Date:	- 09/24/2024

Award Preparation	Award Actions	Award Information
Edit/Validate Organization	Ready for Review	Application
Select Org Address	Change Type to Replacement	Award Workflow History
Project Assignments	Delete Notice of Award	Next Workflow Actions
Budget Worksheet		Funding Memo
Terms and Conditions		Award Summary
Funding Restrictions		View/Print Notice Of Award
Manage Project Abstract		Recipient Data Insights
Application Notes		
Edit Notice of Award		

Close

8. From the *Award Actions* column, select the **Ready for Review** link.

Award Overview

Organization:			
Project Title:			
UEI:		DUNS:	
CCR EIN:		Approved Amount:	\$1,342,916.00
Grant Number:		Funds Restricted:	No
Amendment Number:	0	Project Period:	08/01/2024 - 07/31/2026
Budget period Number:	1	Budget Period:	08/01/2024 - 07/31/2026
FAIN:		Application Type:	New
Application Number:		Last Updated By/Date:	- 09/24/2024
Workflow Status:	Drafted		

Award Preparation

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- [Manage Project Abstract](#)
- [Application Notes](#)
- [Edit Notice of Award](#)

Award Actions

[Ready for Review](#)

- [Change Type to Replacement](#)
- [Delete Notice of Award](#)

Award Information

- [Application](#)
- [Award Workflow History](#)
- [Next Workflow Actions](#)
- [Funding Memo](#)
- [Award Summary](#)
- [View/Print Notice Of Award](#)
- [Recipient Data Insights](#)

9. The “Transition Status” screen displays in a new window. Select the **OK** button.

Note:

- If warnings are displayed, you will be able to move forward. But if errors are shown, the OK button will not be available, and it will be necessary to fix the errors to continue.
- Comments are optional.

Transition Status

Grantee	Application Type	Application Number	Grant Number	Status
	New			Warning(s): <div></div> Compliance Information: <div> <div>SAM.gov Registration:</div> <div>Registration Active (Expires: 07/11/2024) (Updated from SAM.gov: 10/13/2023 at 10:02 PM EDT)</div> <div>Federal Debt:</div> <div>No Debt Reported</div> <div>Excluded Parties:</div> <div>No Exclusion</div> <div>Reps & Certs:</div> <div>Reps & Certs site is not available</div> <div>FAPIS:</div> <div>Not Listed on FAPIS</div> <div>Do Not Pay:</div> <div>Not Applicable for IRS Tax Exempt Revocation List</div> <div>Not on the Excluded Foreign Entities List</div> </div>

Action Requested

Ready for Review

Comments

OK

Cancel

10. The “Changed Notices of Grant Awards” screen displays. Click the **Continue** button.

Changed Notices of Grant Awards

GrantSolutions has sent the following NGAs to be processed:

Transition Status Screen refreshes every 5 seconds.

To see status updates of a particular award, please refresh the Awards List page. In addition status updates of a particular award will be available in Award Workflow history page.

Grantee	Grant Number	Award Amount	Status
		\$500,000.00	Queued

Continue

The “Award Overview” screen displays. **Note:** GMO receives an email notification that they have an action to perform in GrantSolutions GMM.

Award Overview

Organization: [Redacted]

Project Title: [Redacted]

UEI: [Redacted]

CCR EIN: [Redacted]

Grant Number: [Redacted]

Amendment Number: 0

Budget period Number: 1

FAIN: [Redacted]

Application Number: [Redacted]

Workflow Status: In Review

DUNS: [Redacted]

Approved Amount: \$1,342,916.00

Funds Restricted: No

Project Period: 08/01/2024 - 07/31/2026

Budget Period: 08/01/2024 - 07/31/2026

Application Type: New

Last Updated By/Date: [Redacted] - 09/24/2024

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Close